WHAT IS THE OKLAHOMA WORKFORCE SYSTEM?

- Job Postings reaching largest # of jobseekers in OK
- Assistance pre-screening for minimum requirements
- Provide specialized recruitment & screening services
- Video Interviewing

TELL ME ABOUT YOUR BUSINESS

Industry/Product/Service: _____

_____

Company: _____

Address: _____

Contact: _____

Phone: _____ FEIN: _____

E-mail: _____

By: _____ Date: _____

What are the main Challenges you face? _____

_____

_____

EMPLOYEES: # _____ currently   F/T: _____   P/T: _____   **PROJECTIONS**: ☐ hiring   ☐ laying off

JOB TITLE: _____ # Positions: _____ Job Descrip? ☐ Yes

☐ Full-time ☐ Part-time ☐ Temp   Work Schedule: _____ Salary Range: _____

SKILLS: Minimum: _____ Preferred: _____

EXPERIENCE: Minimum: _____ Preferred: _____

EDUCATION: Minimum: _____ Preferred: _____

☐ OJT   ☐ Work Experience   Other: _____

JOB DUTIES: _____

_____

_____

_____

_____

_____

JOB REQUIREMENTS: _____

_____

_____

_____

_____

_____

BENEFITS: ☐ Vacation   ☐ Life Ins   ☐ Sick Leave   ☐ Retirement/401(k)   ☐ Health   ☐ Dental

How to apply: _____

NOTES / COMMENTS: _____

_____

_____

REFERRAL: _____

Task	Done	Task	Done	Task	Done
☐ Job Description (1)	☐	☐ What Employers Expect Poster	☐	☐ _____	☐
☐ TAT Job Order form (1)	☐	☐ Wage Comparison Chart	☐	☐ **JOBLINK** registered	☐
☐ Job Description (2)	☐	☐ WOTC info & contact	☐	User: _____	
☐ TAT Job Order form (2)	☐	☐ Federal Bonding info & contact	☐	Password: _____	
☐ Job Description (3)	☐	☐ Employment Law Poster	☐	☐ **OKJOBMATCH** registered	☐
☐ TAT Job Order form (3)	☐	☐ Metro ER Council Info / register	☐	User: _____	
☐ _____	☐	☐ Video Interview info / assistance	☐	Password: _____	